



# PONY PARTNERSHIPS



## Policy on the Use of Artificial Intelligence– 2025–2026

**Name of Organisation:** Pony Partnerships CIC

**Venue/Address:** All venues

**Date of Review:** 1 September 2025

**Date of Next Review:** 31 August 2026

**Author:** Danielle Mills

### 1. Policy Statement

Pony Partnerships CIC acknowledges the increasing role of Artificial Intelligence (AI) technologies in professional environments. This policy outlines our approach to the ethical, transparent, and limited use of AI in line with our safeguarding, confidentiality, and data protection commitments.

AI will not be used to replace the therapeutic relationship, clinical decision-making, or professional judgment. Any use of AI will be carefully managed to uphold the values, responsibilities, and regulatory frameworks within which we operate.

### 2. Current Use of AI

AI tools may be used for the following non-clinical purposes:

- Drafting or editing administrative documents (e.g. policies, contracts, forms)
- Drafting non-client-specific psychoeducational or support materials
- Supporting internal governance through template generation or document formatting
- Writing funding bids, evaluation reports, or internal guidance documents

All AI-generated content is reviewed and edited by the Clinical Director or a designated staff member prior to use.

### 3. Prohibited Uses of AI

Pony Partnerships CIC does not use AI for:

- Generating, storing, or analysing clinical notes
- Transcribing or summarising therapy session content
- Any aspect of therapeutic decision-making
- Communicating directly with clients or their families

### 4. Potential Future Use (with Explicit Consent Only)

If we consider using AI tools in future for tasks such as:

- Session transcription (e.g. voice-to-text from recorded supervision or training)
- Assisted note writing using secure platforms

this will only occur:

- Following thorough risk and data protection assessments

- With the individual's explicit written consent
- Using AI services that meet strict criteria (see Section 5)
- Separate informed consent forms will be used for any future AI-assisted clinical processes.

## 5. Data Protection, Security and Confidentiality

Any AI tools used must meet the following standards:

- Comply with UK GDPR and the Data Protection Act 2018
- Be ISO 27001 certified or equivalent, where applicable
- Not retain, store, or use client data for training, marketing or profiling
- Not transmit data outside the UK/EU without adequate data protection safeguards

Staff must not input any identifiable personal data, clinical information, or confidential material into AI systems unless explicitly authorised by the Clinical Director and consent has been obtained from the individual involved.

All AI use will be risk assessed and documented in line with our Privacy and Safeguarding Policies.

## 6. Governance and Review

This policy will be reviewed annually or sooner if significant developments occur in AI technology, legislation, or risk.

Any changes to AI usage that affect clients or staff will be communicated clearly and transparently.

All staff will receive training on this policy as part of induction and regular data protection updates.

Pony Partnerships CIC (12448033) c/o 84 Cheal Close, Shardlow, Derby, DE72 2DY  
07505951793/info@ponypartnerships.com/www.ponypartnerships.com





Pony Partnerships CIC (12448033) c/o 84 Cheal Close, Shardlow, Derby, DE72 2DY  
07505951793/info@ponypartnerships.com/www.ponypartnerships.com

